

e-Track Certified

Driver Operating Manual



e-Track Certified™

Operating Instructions **Driver Guide**

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System Overview

e-Track Certified™ is a State of the Art, ELD Compliant, Electronic Hours of Service Application that meets all of the new Federal Regulatory Mandates that have been defined under the FMCSA Guidelines.

e-Track Certified™ has been designed for Android Devices and is compatible with both Smart Phones as well as Tablet devices. We recommend using a Tablet Device with at least a 7" Screen.

The applications are freely available from the Google Play Store, however a valid subscription is required for use.

Important:

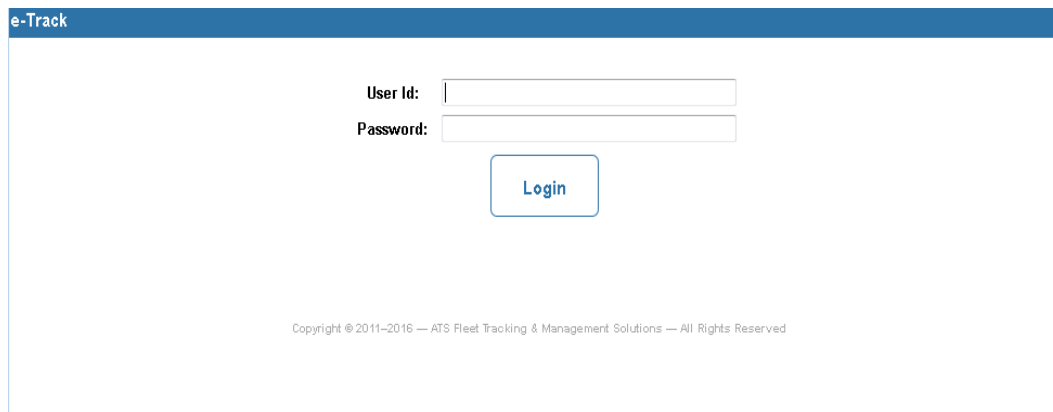
Android OS Version 4.4.2 or greater is required for e-Track Certified™.

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Login

Once eTrack Certified™ has been installed on your mobile device, you can log into the system by entering your User Name and Password as provided by your company Administrator.



e-Track

User Id:

Password:

Login

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Once the user has successfully logged into the system, if there are any Driver Daily Logs to certify or Unidentified Driver Records that need to be claimed, a message will be shown displaying buttons to access those features prior to being brought to the Main Screen of the Driver Application.

Each of those features will be described in detail in the next sections of this manual.

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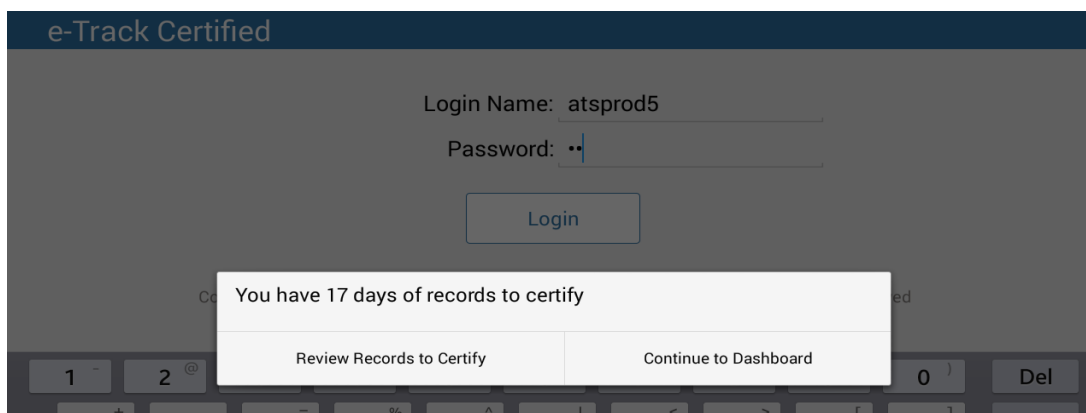
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Certifying Logs:

Driver Daily Logs must be certified by the driver each day. This certification process will allow the driver to sign off on the Daily Logs stating that they are correct and complete.

When a Driver logs into the eTrackCertified™ Application, if any Driver Daily Logs need to be certified, the Driver is shown the following screen.



The driver has the option to Continue to Dashboard or to Review the Records to Certify.

Review Records to Certify

If the driver chooses to Review the DDL Records to Certify, a list of records that need to be certified will be shown.

Welcome Joseph atsprod5

Current Status: On Duty (Not Driving)

e-Track Certified 24-Hour Duty Status

April 28, 10:59 AM CDT

View Logs

HOS Recap

Comments

Email Logs

24-Hour Duty Status

Driving Day	Certification Type	Transaction Date/Time
04/01/2016	Certification	4/1/2016 5:55:36 AM
04/02/2016	Certification	4/2/2016 8:08:48 AM
04/03/2016	Certification	4/3/2016 8:43:04 AM
04/04/2016	Certification	4/4/2016 8:50:33 AM
04/05/2016	Certification	4/5/2016 8:13:32 AM
04/06/2016	Certification	4/6/2016 8:43:37 AM
04/07/2016	Certification	4/7/2016 9:54:36 AM
04/12/2016	Certification	4/12/2016 5:49:33 PM
04/14/2016	Certification	4/14/2016 8:20:41 AM
04/15/2016	Certification	4/15/2016 6:22:24 AM
04/19/2016	Certification	4/19/2016 8:10:47 AM

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Certifying Logs (continued):

The driver can review each of the logs in the list by clicking on each item. The selected DDL and Duty Status Change List is then displayed.

Welcome Joseph atspod5 Current Status: On Duty (Not Driving)

e-Track Certified 24-Hour Duty Status April 28, 10:59 AM CDT

View Logs HOS Recap Comments Email Logs 24-Hour Duty Status

Driving Day 4/2/2016 Certification Type Certification

Event Time	Location	Odometer	Engine Hours	Event Type/Status	Origin
08:08 AM		0.00	0.0	Login	atsprod5

I hereby certify that my data entries and my record of duty status for this 24-hour period are true and correct.

Agree Not Ready

DRIVER'S DAILY LOG Original: Submit To Carrier Duplicate: Driver Retain

Name of Carrier(s) Josnen Truck & Freight	Principal Office Address 301 Albert St. Dallas TX 75001 US	Start Time 00:00	Day 02	Month 04	Year 2016
Truck/Tractor Lic Plt or Unit No.		End Time 23:59	Ending Odometer Reading		

The driver can view all of the logged events in the grid at the top of the display, as well as the DDL. The driver can scroll down to view the entire DDL on the screen.

When finished viewing, if the driver agrees with the log, the driver will click the Agree Button. If the driver does not agree or the log is not ready for certification, the driver can click the Not Ready Button as shown below.

I hereby certify that my data entries and my record of duty status for this 24-hour period are true and correct.

Agree Not Ready

The driver needs to repeat this process for all DDL's in the list until all items are certified.

IMPORTANT:

Any changes that need to be made to the logs can be completed by the Driver. A detailed instruction set on Duty Log Changes is explained later in this manual.

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Operating Instructions **Driver Guide**

Login

Unidentified Driver Records:

When drivers are logging into the system, if there are any Unidentified Driver Records that need to be claimed, the driver will be shown the following display:

☰ Welcome Reyna ATSTest4 Current Status: Driving

e-Track Certified Messages May 10, 09:43 AM CDT

You have 2 requested edits to review. You have 16 days of records to certify. You have 93 unidentified driving records to review.

Review Requested Edits Review Records to Certify Review Unidentified Driving Records Continue to Dashboard

Clicking on the Review Unidentified Driving Records Button will bring up the following display.

☰ Welcome Joseph ATSTest5 Current Status: On Duty (Not Driving)

e-Track Certified Unidentified Driving Records May 03, 09:26 AM CDT

Check To Claim	Record #	GPS Unit ID	Unit Date/Time	City	State	Event
<input checked="" type="checkbox"/>	313134	Fake00	4/28/2016 10:21:03 PM			Travel Stop
<input checked="" type="checkbox"/>	313128	Fake00	4/28/2016 10:20:53 PM			Travel Stop
<input checked="" type="checkbox"/>	313121	Fake00	4/28/2016 10:20:43 PM			Travel Stop
<input checked="" type="checkbox"/>	267734	Fake00	4/28/2016 12:00:02 PM			Travel Stop
<input checked="" type="checkbox"/>	267585	Fake00	4/28/2016 11:56:21 AM			Travel Stop
<input checked="" type="checkbox"/>	267578	Fake00	4/28/2016 11:56:11 AM			Travel Stop
<input checked="" type="checkbox"/>	224211	Fake00	4/27/2016 8:15:24 PM			Travel Stop
<input checked="" type="checkbox"/>	224204	Fake00	4/27/2016 8:15:14 PM			Travel Stop
<input checked="" type="checkbox"/>	224197	Fake00	4/27/2016 8:15:04 PM			Travel Stop

Click to Claim Above Checked Records as Your Own

The driver should view all items in the list and uncheck any that are NOT being claimed. Once the selections have been made, the Click to Claim Above Checked Records as Your Own Button should be clicked.

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Login

Requested Edits:

When drivers are logging into the system, if there are any DDL Records that have been changed by Internal (Admin) Users of the system, the Driver will be required to review and either Confirm or Reject the proposed edits.

Welcome Reyna ATSTest4 Current Status: Driving

e-Track Certified Messages May 10, 09:43 AM CDT

You have 2 requested edits to review. You have 16 days of records to certify. You have 93 unidentified driving records to review.

[Review Requested Edits](#) [Review Records to Certify](#) [Review Unidentified Driving Records](#) [Continue to Dashboard](#)

Clicking on the Review Requested Edits Button will bring up the following display.

Welcome Joseph ATSTest5 Current Status: Off Duty

e-Track Certified Requested Edit May 07, 08:40 AM CDT

Status Date/Time: 5/4/2016 4:00:00 PM Status: Off Duty Location: Scranton Pa. Requested By: tsmith

Reason: Forgot to Change duty status. Message From Admin: Testing

Note: Note

[Confirm](#) [Reject](#)

Duty Status Use Local Time Standard at Home Terminal **Grid**

	M	1	2	3	4	5	6	7	8	9	10	11	N	1	2	3	4	5	6	7	8	9	10	11	Total Hours
1. Off Duty																									14:30
2. Sleeper Berth																									00:00
3. Driving																									00:00
4. On Duty (Not Driving)																									09:30

The driver should view all items in the list Confirm or Reject the requested edits as necessary. Once a record is confirmed, they become part of the Drivers Daily Log.

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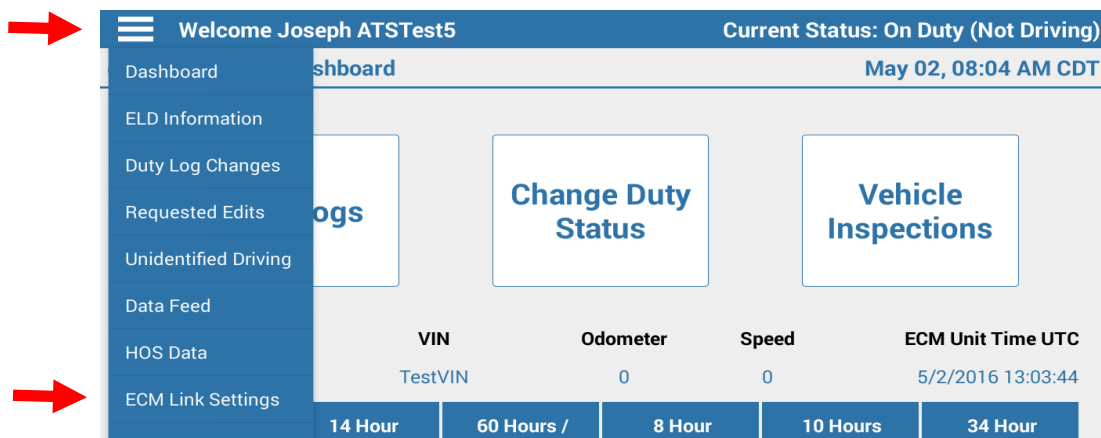
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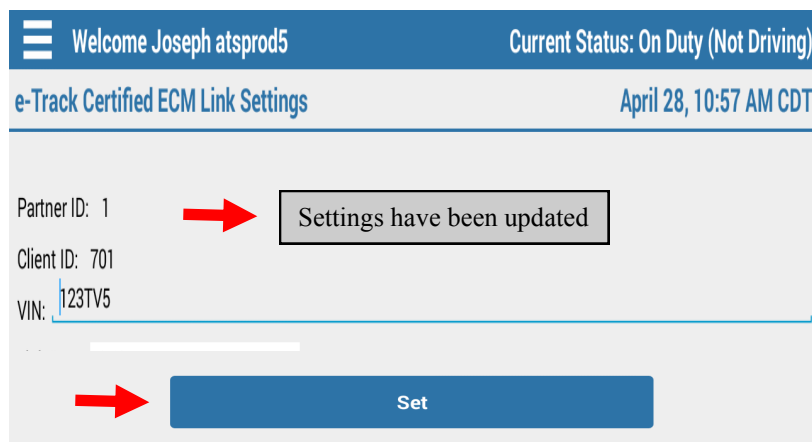
ECM Link Settings:

The first time a driver logs into the system after the eTrackECMLink and eTrackCertified Applications are installed, the driver must go into the ECM Link Settings and ensure all information is correct.

From the Drop Down Menu at the top of the screen, select ECM Link Settings:



The driver needs to make sure the Partner ID, Client ID and Vin Number Display correctly. In addition, the Link Type should display WVA.



When all information has been verified, click the Set Button. If a message is displayed stating “Settings Were NOT Updated” let support know immediately otherwise click OK to be returned to the Main Menu.

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The Dashboard is the Main System Screen of the Driver Application. (see below). Each section will be explained in detail in the following sections of this manual.

The screenshot shows the e-Track Dashboard interface. At the top, a blue header bar contains a hamburger menu icon, the text 'Welcome Frank Burns', and 'Current Status: On Duty (Not Driving)'. Below this, a white bar shows 'e-Track Dashboard' and the date/time 'February 12, 12:46 PM PST'. The main content area has three large blue buttons: 'View Logs', 'Change Duty Status', and 'Vehicle Inspections'. Below these is a 'Time Remaining' section with a table showing various time limits. At the bottom, there is a 'Refresh Time Remaining' link and a 'Last Updated' timestamp.

11 Hour Drive Time	14 Hour Daily Window	80 Hours / 8 Days	8 Hour Break	10 Hours Off Duty	24 Hour Restart
11:00	08:48	75:42	05:30	10:00	24:00

Refresh Time Remaining Last Updated: 2/12/2016 12:47:47 PM PST

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Dashboard > Current Duty Status

It is very important that the Driver always know what Duty Status they are being reported in by the system. For this reason, the Current Duty Status is always visible on the screen of the Driver Application. (see below)

This close-up shows the top header of the dashboard. It features a blue bar with a hamburger menu icon, the text 'Welcome Frank Burns', and 'Current Status: On Duty (Not Driving)'. A red arrow points to the 'Current Status' text. Below this bar, a white bar shows 'e-Track Dashboard' and the date/time 'February 12, 12:46 PM PST'.

IMPORTANT:

It is very important that a Driver checks their Duty Status when they first log into the system at the beginning of their day or shift and before they log out for the day to make sure they are in the OFF DUTY STATUS.

If at the beginning or end of the day the driver is in another duty status, that would signify a possible system error that could affect their logs and cause Hours of Service Compliance Errors which could also result in fines, penalties or both.

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Dashboard

Dashboard > Information Grid

A driver must monitor many time windows as they go through their day to ensure they remain DOT Compliant with regard to the Hours of Service Rule Sets. The e-Track Mobile™ Application provides an Information Grid that is visible on most of the Driver screens that will show the driver how they stand as they go through their day.

Time Remaining

11 Hour Drive Time	14 Hour Daily Window	80 Hours / 8 Days	8 Hour Break	10 Hours Off Duty	24 Hour Restart
11:00	08:48	75:42	05:30	10:00	24:00

[Refresh Time Remaining](#)

Last Updated: 2/12/2016 12:47:47 PM PST

If the driver gets within an hour of any of their Daily / Weekly windows expiring, the specific cell will turn **YELLOW**.

Ex. One (1) hour prior to the Drivers 11 Hour Driving Window expiring:

Time Remaining



11 Hour Drive Time	14 Hour Daily Window	80 Hours / 8 Days	8 Hour Break	10 Hours Off Duty	24 Hour Restart
01:00	08:48	75:42	05:30	10:00	24:00

[Refresh Time Remaining](#)

Last Updated: 2/12/2016 12:47:47 PM PST

If the driver exceeds any of their allotted time slots, the specific cell will turn **RED**.

Ex. 8 Hour Break has been exceeded.

Time Remaining

11 Hour Drive Time	14 Hour Daily Window	80 Hours / 8 Days	8 Hour Break	10 Hours Off Duty	24 Hour Restart
11:00	08:48	75:42	-02:23	10:00	24:00

[Refresh Time Remaining](#)

Last Updated: 2/12/2016 12:47:47 PM PST



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Dashboard

Dashboard > Information Grid (continued)

IMPORTANT

The Grid is automatically refreshed every 6 minutes. The driver can also click the Refresh Time Remaining link at the bottom of the Grid to manually refresh the grid.

Time Remaining

11 Hour Drive Time	14 Hour Daily Window	80 Hours / 8 Days	8 Hour Break
11:00	08:48	75:42	05:30



[Refresh Time Remaining](#)

Dashboard > Screen Layout

The Dashboard (Main System Screen) of the Driver Application is made up of several sections. The following is an explanation of each section of the Dashboard. Each section will be explained in detail in the following sections of the Driver Manual.

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Dashboard

Dashboard > Screen Layout

The Dashboard (Main System Screen) of the Driver Application is made up of several sections. The following is an explanation of each section of the Dashboard. Each section will be explained in detail in the following sections of the Driver Manual.

The screenshot shows the e-Track Dashboard interface. At the top, a blue header bar contains a dropdown menu (1) with 'Welcome Frank Burns' and a 'Current Status: On Duty (Not Driving)' indicator (2). Below the header, the 'e-Track Dashboard' title is followed by the date and time 'February 12, 01:18 PM PST' (6). The main content area features three large buttons: 'View Logs' (3), 'Change Duty Status' (4), and 'Vehicle Inspections' (5). Below these buttons is a 'Time Remaining' section (7) containing a table with columns for '11 Hour Drive Time', '14 Hour Daily Window', '80 Hours / 8 Days', '8 Hour Break', '10 Hours Off Duty', and '24 Hour Restart'. The table displays the following values: 11:00, 08:48, 75:42, 05:30, 10:00, and 24:00. A 'Refresh Time Remaining' link (8) is located below the table, and a 'Last Updated: 2/12/2016 12:47:47 PM PST' timestamp (9) is at the bottom right.

11 Hour Drive Time	14 Hour Daily Window	80 Hours / 8 Days	8 Hour Break	10 Hours Off Duty	24 Hour Restart
11:00	08:48	75:42	05:30	10:00	24:00

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1. Dropdown Menu
2. Current Duty Status
3. View Logs Menu Button
4. Change Duty Status Button
5. Vehicle Inspection Button
6. Driver Home Terminal Date & Time
7. Information Grid
8. Refresh Information Grid Link
9. Date & Time the Information Grid was last updated.

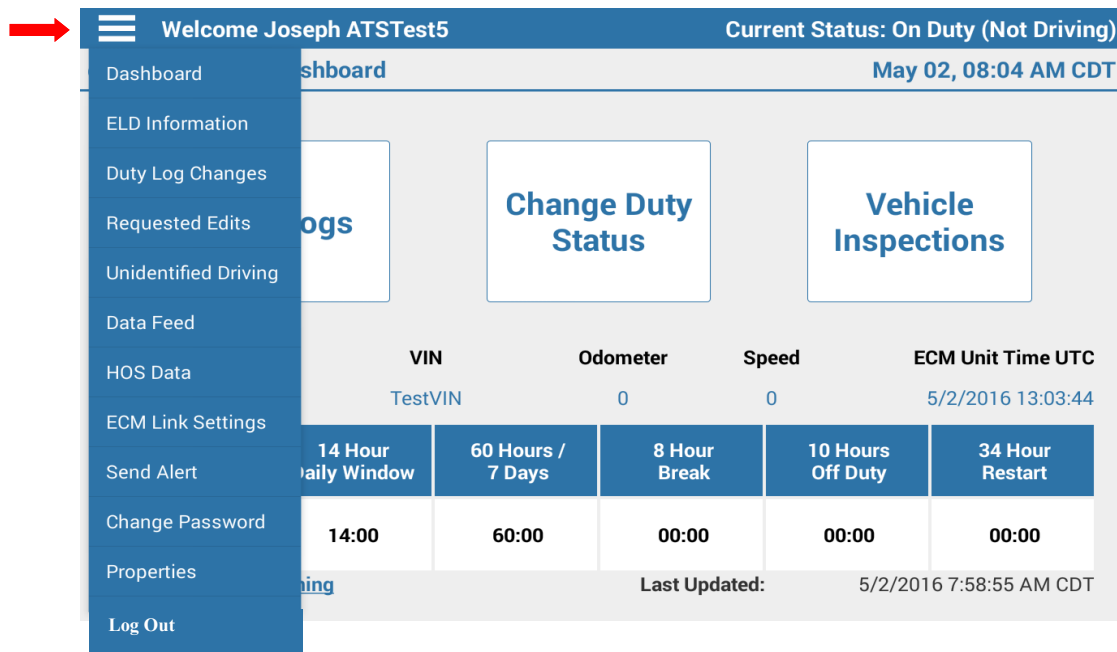
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Dashboard > Dropdown Menu

The Dropdown Menu at the top of the screen helps the driver with Navigation, as well as exposes some additional functionality not available from the on screen links and menu buttons.



The Dropdown Menu is available at all times from the Top Left Hand Side of the Driver Application.

All of the selections from the drop down menu are explained in detail in the following sections of this manual.

Dashboard:

Using the Dashboard Menu Item, you can return to the Main Screen at any time.

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Dashboard

Dashboard > Dropdown Menu (continued)

ELD Properties:

The ELD Properties Menu lets you view all of the settings being reported by the ELD System. This is primarily used in troubleshooting the system to ensure all of the ELD Settings are reporting correctly.

Welcome Joseph atspod5		Current Status: On Duty (Not Driving)	
e-Track Certified Properties		April 28, 10:58 AM CDT	
Name	Value		
ATS	ATS		
ClientID	701		
CoDriverID			
DeviceID	889f4ad03ced0b1d		
DriverID	D5		
ECMConnectionID	WVA		
GPSUnitTimeUTC	2016-04-28 15:58:32		
VIN	123TV5		

Duty Log Changes:

The Duty Log Changes feature allows a driver to make changes to their own Driver Daily Logs. When selected, the following screen is displayed.

First, set the driving day you wish to work with by clicking the date and then the “Set Driving Day” Button.

Welcome John atspod6

Current Status: On Duty (Not Driving)

e-Track Certified Duty Log Changes

April 28, 10:53 AM CDT

Driving Day

4/28/2016

Set Driving Day

Status Date/Time	Status Number	Status Name	Reason	Location
4/28/2016 10:49:18 AM	1	Off Duty		
4/28/2016 10:49:29 AM	4	On Duty (Not Driving)		
4/28/2016 10:52:19 AM	1	Off Duty		
4/28/2016 10:52:55 AM	4	On Duty (Not Driving)		

Add

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Dashboard

Dashboard > Dropdown Menu (continued)

Duty Log Changes (continued):

Select the desired date from the Date Picker.

The date picker shows a calendar for April 2016. The date 28 is selected. At the bottom, there is a 'Cancel' button and a 'Set' button with a red arrow pointing to it.

Once the date has been selected, all of the existing Duty Status Changes for that date are displayed in a grid. Either select a line item from the Grid to work with or click the Add Button to add a new Duty Status Change.

The interface shows the 'e-Track Certified Duty Log Changes' for April 28, 10:53 AM CDT. The current status is 'On Duty (Not Driving)'. A grid displays the following data:

Status Date/Time	Status Number	Status Name	Reason	Location
4/28/2016 10:49:18 AM	1	Off Duty		
4/28/2016 10:49:29 AM	4	On Duty (Not Driving)		
4/28/2016 10:52:19 AM	1	Off Duty		
4/28/2016 10:52:55 AM	4	On Duty (Not Driving)		

At the bottom, there is an 'Add' button with a red arrow pointing to it.

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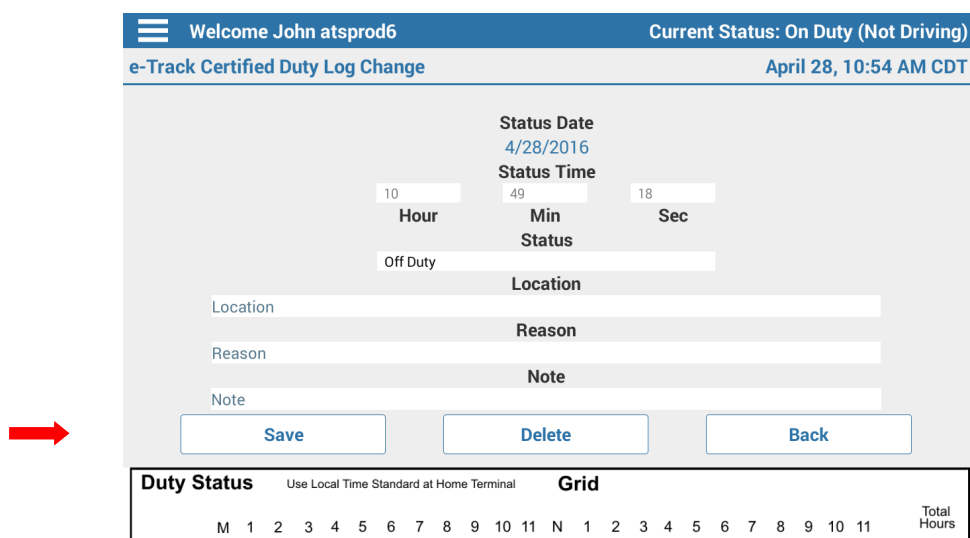
Operating Instructions **Driver Guide**

Dashboard

Dashboard > Dropdown Menu (continued)

Duty Log Changes (continued):

Make the required changes or add new information as required when the following Duty Changes Screen is displayed.



The screenshot shows the 'e-Track Certified Duty Log Change' screen. At the top, a blue header bar contains a menu icon, the text 'Welcome John atspod6', and 'Current Status: On Duty (Not Driving)'. Below this, a grey bar shows 'e-Track Certified Duty Log Change' and 'April 28, 10:54 AM CDT'. The main form area has the following fields: 'Status Date' (4/28/2016), 'Status Time' (Hour: 10, Min: 49, Sec: 18), 'Status' (Off Duty), 'Location' (Location), 'Reason' (Reason), and 'Note' (Note). At the bottom of the form are three buttons: 'Save', 'Delete', and 'Back'. A red arrow points to the 'Save' button. Below the form is a 'Duty Status' section with a note 'Use Local Time Standard at Home Terminal' and a 'Grid' table. The grid has two rows of 11 columns each, labeled M, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, and N, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11. A 'Total Hours' column is on the right.

Make sure to click the Save Button when finished. You can also use the Delete Button if you wish to Delete an existing Duty Status Change from the list.

Continue making changes to the current daily log that is displayed until the log is correct.

Repeat for all dates that require changes.

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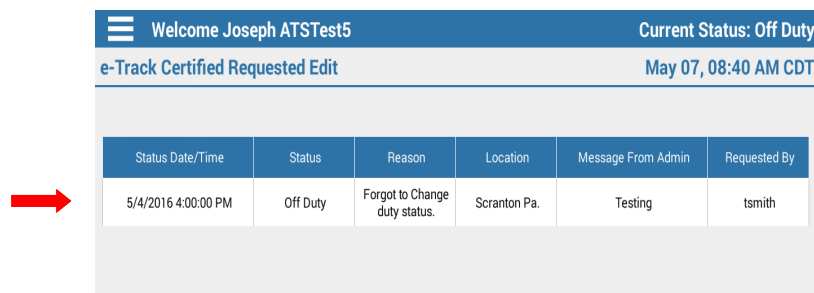
Dashboard

Dashboard > Dropdown Menu (continued)

Requested Edits:

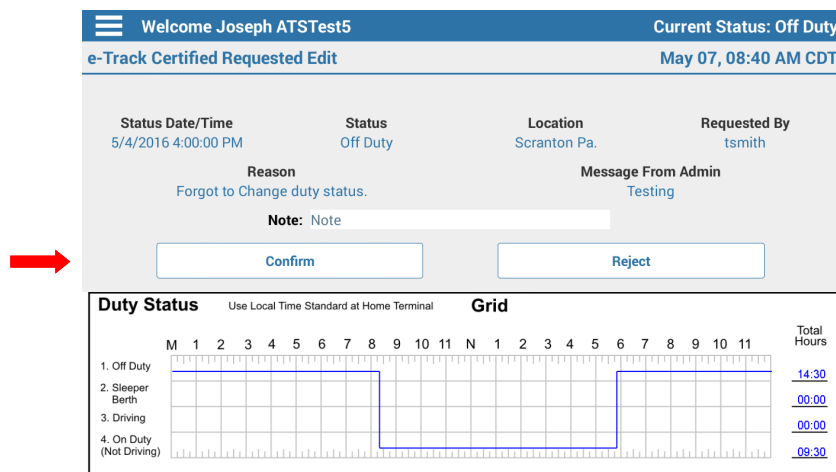
Administrative Users have the ability to make changes to a drivers daily logs. If an Administrative User makes a change to the Drivers Daily Logs, the Driver will be alerted that they have “Requested Edits” that must be reviewed and certified.

If the Requested Edits Menu Item is selected, a list of any DDL edits that were made by internal (admin) users is displayed:



Welcome Joseph ATSTest5					Current Status: Off Duty
e-Track Certified Requested Edit					May 07, 08:40 AM CDT
Status Date/Time	Status	Reason	Location	Message From Admin	Requested By
5/4/2016 4:00:00 PM	Off Duty	Forgot to Change duty status.	Scranton Pa.	Testing	tsmith

You can click on any edits that are displayed in the list to review and certify the edits.



Current Status: Off Duty
May 07, 08:40 AM CDT

Status Date/Time 5/4/2016 4:00:00 PM	Status Off Duty	Location Scranton Pa.	Requested By tsmith
Reason Forgot to Change duty status.		Message From Admin Testing	
Note: Note			
<input type="button" value="Confirm"/>		<input type="button" value="Reject"/>	

Duty Status Use Local Time Standard at Home Terminal **Grid**

	M	1	2	3	4	5	6	7	8	9	10	11	N	1	2	3	4	5	6	7	8	9	10	11	Total Hours
1. Off Duty																									14:30
2. Sleeper Berth																									00:00
3. Driving																									00:00
4. On Duty (Not Driving)																									09:30

The driver can choose to Confirm or Reject any edits that Administrative users have made to the driver logs.

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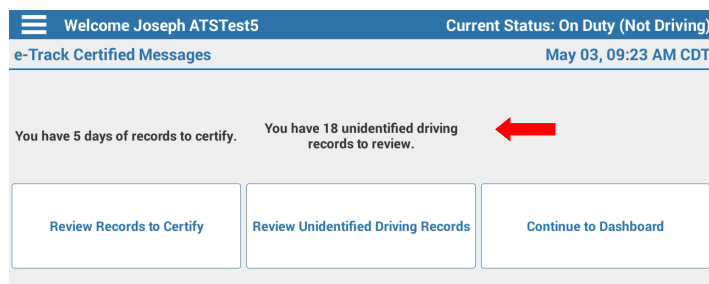
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Dashboard > Dropdown Menu (continued)

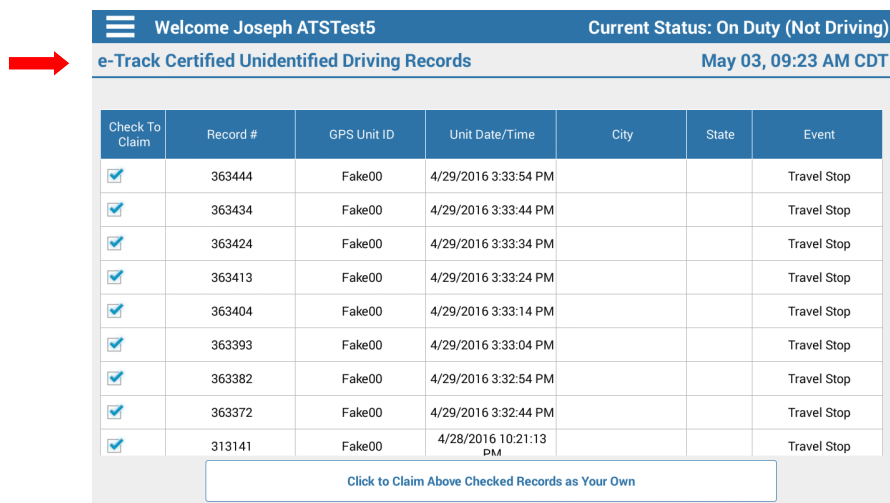
Unidentified Driving:

All vehicle movement must be recorded and assigned to a driver as per the regulations. If a vehicle moves but a driver is not logged in, the drive time will be assigned to an Unidentified Driver account. This drive time must be claimed by a registered driver. If a driver logs into an ELD which has Unidentified drive time, the following is displayed:



The screenshot shows the e-Track Certified Dashboard for user Joseph ATSTest5. The current status is 'On Duty (Not Driving)' and the date is May 03, 09:23 AM CDT. A message states: 'You have 5 days of records to certify. You have 18 unidentified driving records to review.' A red arrow points to the 'Review Unidentified Driving Records' button. Other buttons include 'Review Records to Certify' and 'Continue to Dashboard'.

When a driver selects to review the Unidentified Driving Records, the following is displayed:



The screenshot shows the 'e-Track Certified Unidentified Driving Records' page. A red arrow points to the page title. The page displays a table of records with columns: Check To Claim, Record #, GPS Unit ID, Unit Date/Time, City, State, and Event. The table contains 10 rows of records, all with 'Travel Stop' events. At the bottom, there is a button labeled 'Click to Claim Above Checked Records as Your Own'.

Check To Claim	Record #	GPS Unit ID	Unit Date/Time	City	State	Event
<input checked="" type="checkbox"/>	363444	Fake00	4/29/2016 3:33:54 PM			Travel Stop
<input checked="" type="checkbox"/>	363434	Fake00	4/29/2016 3:33:44 PM			Travel Stop
<input checked="" type="checkbox"/>	363424	Fake00	4/29/2016 3:33:34 PM			Travel Stop
<input checked="" type="checkbox"/>	363413	Fake00	4/29/2016 3:33:24 PM			Travel Stop
<input checked="" type="checkbox"/>	363404	Fake00	4/29/2016 3:33:14 PM			Travel Stop
<input checked="" type="checkbox"/>	363393	Fake00	4/29/2016 3:33:04 PM			Travel Stop
<input checked="" type="checkbox"/>	363382	Fake00	4/29/2016 3:32:54 PM			Travel Stop
<input checked="" type="checkbox"/>	363372	Fake00	4/29/2016 3:32:44 PM			Travel Stop
<input checked="" type="checkbox"/>	313141	Fake00	4/28/2016 10:21:13 PM			Travel Stop

The driver can claim the records by clicking the button at the bottom of the display list or uncheck whichever records are not being claimed.

Once claimed, the system will automatically rebuild the driver logs for that date and time.

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Dashboard

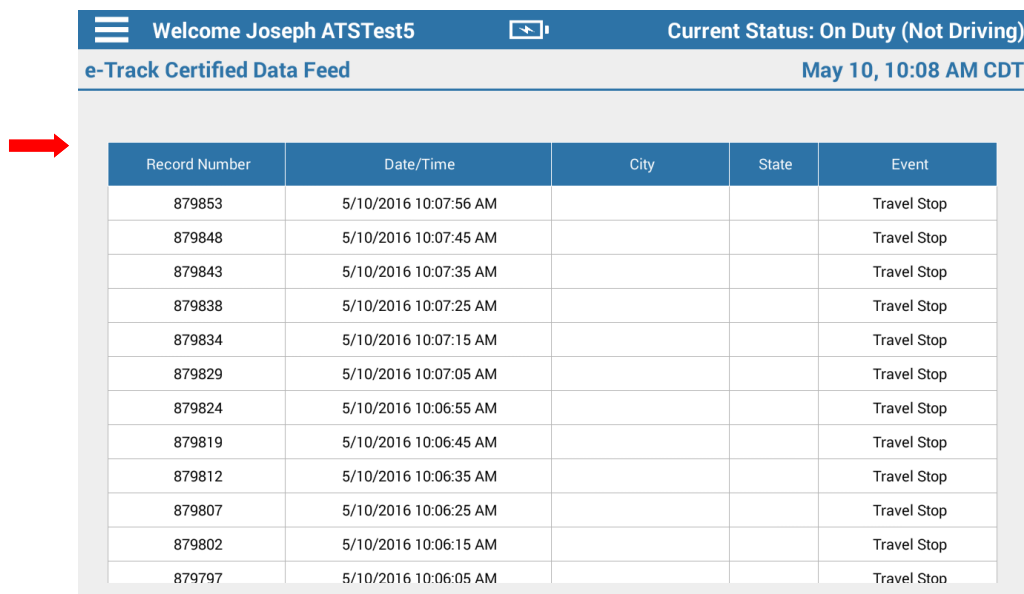
Dashboard > Dropdown Menu (continued)

Data Feed:

DOT Officers can request to see the Data Feed along with a drivers DDL's when at a weigh station or anytime the vehicle is stopped.

The data feed consists of the data that is captured by the Mobile Device directly off of the ECM or Engine Computer.

This feed serves as proof that the system is integrally connected as per the regulations. DOT Officers can request copies of both the DDL's as well as the feed from the driver if necessary.



Welcome Joseph ATSTest5		Current Status: On Duty (Not Driving)		
e-Track Certified Data Feed				May 10, 10:08 AM CDT
Record Number	Date/Time	City	State	Event
879853	5/10/2016 10:07:56 AM			Travel Stop
879848	5/10/2016 10:07:45 AM			Travel Stop
879843	5/10/2016 10:07:35 AM			Travel Stop
879838	5/10/2016 10:07:25 AM			Travel Stop
879834	5/10/2016 10:07:15 AM			Travel Stop
879829	5/10/2016 10:07:05 AM			Travel Stop
879824	5/10/2016 10:06:55 AM			Travel Stop
879819	5/10/2016 10:06:45 AM			Travel Stop
879812	5/10/2016 10:06:35 AM			Travel Stop
879807	5/10/2016 10:06:25 AM			Travel Stop
879802	5/10/2016 10:06:15 AM			Travel Stop
879797	5/10/2016 10:06:05 AM			Travel Stop

e-Track Certified™

Operating Instructions **Driver Guide**

Dashboard

Dashboard > Dropdown Menu (continued)

HOS Data:

The HOS Data displays the following report which lists a lot of information relevant to the creation of the Driver Daily Logs.

Information displayed lists data captured from the ECM, manual duty status changes and ECM Transactions that are used in the creation of the DDL's.



☰ Welcome Joseph atspod5

Current Status: On Duty (Not Driving)

e-Track Certified HOS Report

April 28, 10:57 AM CDT

Last Refresh Date of DDL: 04/28/2016 10:56

Driver Dispositions Count Since DDL: 0

ECM Transactions Count Since DDL: 4

Time Driven Since DDL: 00:00

Miles Driven Since DDL: 0.0

Display Manual Dispositions

Display ECM Transactions

Display All

Home Screen

☰ Welcome Joseph atspod5

Current Status: On Duty (Not Driving)

e-Track Certified HOS Report

April 28, 10:57 AM CDT

Source	DateTime UTC	Latitude	Longitude	Duty Status	Odometer
ECM	4/28/2016 15:57	39.83	-77.23	stop	
ECM	4/28/2016 15:57	39.83	-77.23	stop	
ECM	4/28/2016 15:57	39.83	-77.23	stop	
ECM	4/28/2016 15:56	39.83	-77.23	stop	
ECM	4/28/2016 15:56	39.83	-77.23	stop	
ECM	4/28/2016 15:56	39.83	-77.23	stop	

Transaction Report

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Operating Instructions **Driver Guide**

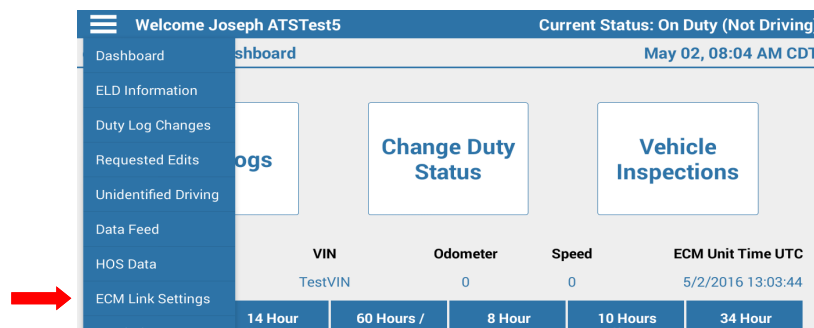
Dashboard

Dashboard > Dropdown Menu (continued)

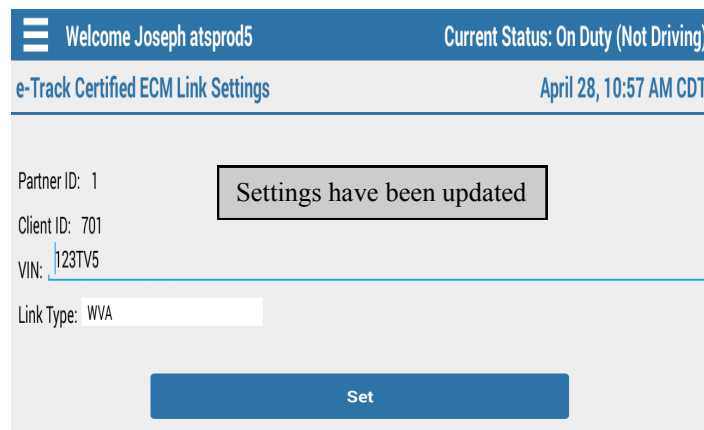
ECM Link Settings:

The first time a driver logs into the system after the eTrackECMLink and eTrackCertified Applications are installed, the driver must go into the ECM Link Settings and ensure all information is correct.

From the Drop Down Menu at the top of the screen, select ECM Link Settings:



The driver needs to make sure the Partner ID, Client ID and Vin Number Display correctly. In addition, the Link Type should display WVA.



When all information has been verified, click the Set Button. If a message is displayed stating “Settings Were NOT Updated” let support know immediately otherwise click OK to be returned to the Main Menu.

e-Track Certified™

Operating Instructions **Driver Guide**

Dashboard

Dashboard > Dropdown Menu (continued)

Send Alert:

If a driver has an accident or any other issue while on the road and needs to notify the administrative users quickly, the Send Alert feature can be used.

From the dropdown menu, the driver can select “Send Alert” to use the feature.

The screenshot shows the e-Track dashboard for user John atspod6. The current status is 'On Duty (Not Driving)' as of April 28, 10:48 AM CDT. A dropdown menu is open on the left, with a red arrow pointing to the 'Send Alert' option at the bottom. The main content area displays the '24-Hour Duty Status' section, which includes a table for the duty log and various fields for vehicle and driver information.

Start Time	End Time	Day	Month	Year
00:00	23:59	01	04	2016

Fields include: Principal Office Address (301 Albert St, Dallas TX 75001 US), Truck/Tractor Lic Plt or Unit No., Trailer Lic Plt or Unit No., Ending Odometer Reading, Starting Odometer Reading, and Miles Driven Today (0).

The screenshot shows the 'e-Track Certified Send Alert' screen for user Joseph atspod5. The current status is 'On Duty (Not Driving)' as of April 28, 10:58 AM CDT. A large red button labeled 'Send Emergency Alert Now' is prominently displayed in the center of the screen, with a red arrow pointing to it.

When selected, a notification will be sent back to the Administrative Users who are designated to receive these types of alerts that state:

Driver (driver name) has issues an emergency alert. Driver is in vehicle # XXX on Trip # XXX.

This feature lets a driver take care of whatever they need to on the road but still affords them the ability to notify the motor carrier quickly.

e-Track Certified™

Operating Instructions **Driver Guide**

Dashboard

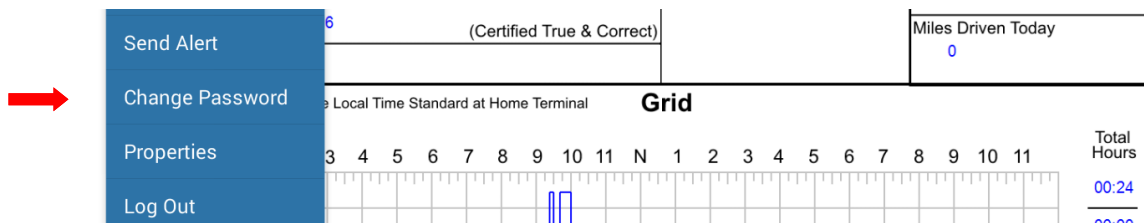
Dashboard > Dropdown Menu (continued)

Change Password:

The Driver has the ability to Change their Password as necessary.

The Change Password Feature should be used on a regular basis to ensure system security. Motor Carriers should have a Password Change Policy in place to ensure Drivers change their passwords as required.

Available from the Drop Down Menu, the Change Password Screen will be displayed when selected.



When selected, the Driver must enter their original Password and type their desired new Password twice as a confirmation. Press the Change Button to complete the process.

A screenshot of the 'Change Password' form. It contains three input fields labeled 'Old Password', 'New Password', and 'Confirm New Password'. At the bottom right, there are two buttons: 'Change' and 'Cancel'. A red arrow points to the 'Change' button.

e-Track Certified™

Operating Instructions **Driver Guide**

Dashboard

Dashboard > Dropdown Menu (continued)

Properties:

This screen displays all of the relevant information for the certified ELD system in the vehicle.

☰

Welcome Joseph atspod5

Current Status: On Duty (Not Driving)

e-Track Certified Properties

April 28, 10:58 AM CDT

Name	Value
ATS	ATS
ClientID	701
CoDriverID	
DeviceID	889f4ad03ced0b1d
DriverID	D5
ECMConnectionID	WVA
GPSUnitTimeUTC	2016-04-28 15:58:32
VIN	123TV5

Welcome Joseph atspod5

Current Status: On Duty (Not Driving)

e-Track Certified Properties

April 28, 10:58 AM CDT

Name	Value
ECMConnectionID	WVA
GPSUnitTimeUTC	2016-04-28 15:58:32
VIN	123TV5
PartnerID	1
LastECMTransNumber	5631
Odometer	0.0
Speed	0.0
LastELDTransNumber	137413

e-Track Certified™

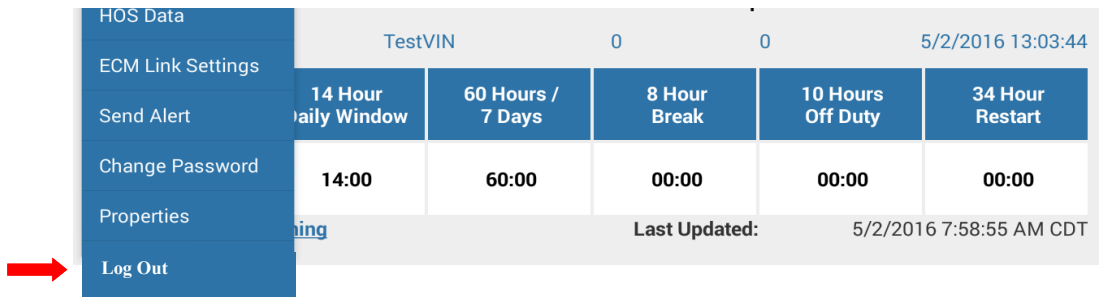
Operating Instructions **Driver Guide**

Dashboard

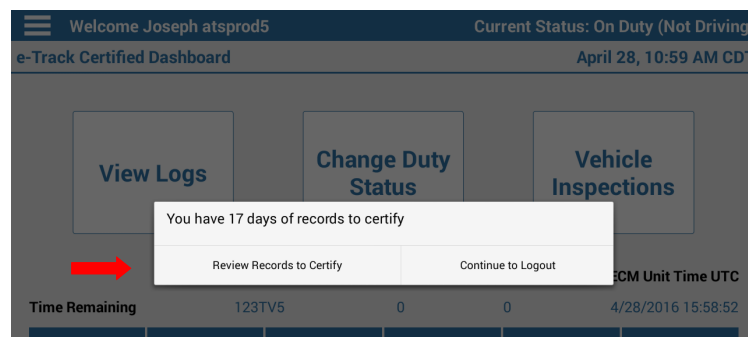
Dashboard > Dropdown Menu (continued)

Log Out:

To log out of the eTrack Certified Application, simply select the “Log Out” menu item from the Dropdown Menu.



When logging out of the system, if there are any Driver Daily Logs to be certified, a message is displayed. The driver can choose to certify the DDL's at that time or continue logging out of the system as shown below.

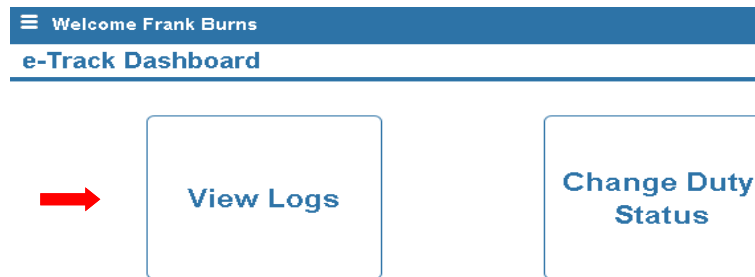


e-Track Certified™

Operating Instructions **Driver Guide**

View Logs

The Driver has the ability to view and display their current as well as the last 7 days of logs as required by DOT Regulations. To access this functionality, simply click on the View Logs Button available on the Main Screen (Dashboard) of the Driver Application.



Once the Log Screen has been displayed on the Screen, there is a lot of additional functionality that is available - each of which will be explained below.

The screenshot shows the 'e-Track Certified View Logs' screen. The header bar includes 'Welcome John atspod6' and 'Current Status: On Duty (Not Driving)'. Below the header, there is a navigation bar with buttons: 'Previous Day', 'Next Day', 'Current Day', 'View Logs', 'HOS Recap', 'Comments', 'Email Logs', and '24-Hour Duty Status'. The main content area is divided into two sections: 'DRIVER'S DAILY LOG' and 'Duty Status'.

DRIVER'S DAILY LOG

Original: Submit To Carrier Duplicate: Driver Retain		Start Time: 04/27/2016 End Time: 04/27/2016 Current Date: 04/28/2016 Time Zone Offset UTC: 0 24-HR Starting Time: 0 Tractor Lic Pt or Unit No.: Vehicle VIN: Ending Odometer: Starting Odometer: Miles Driven Today: 0 Current Odometer: 0.00 Current Location: Current Engine Hours: 0.0 Trailer Lic Pt or Unit No.: ELD Malfunction Indicator Code / Description: N/A	DRIVING DAY 04/27/2016
Name of Carrier: Josnen Truck & Freight 301 Albert St. Dallas, TX 75001 US Carrier USDOT: Driver Name: John atspod6 Driver ID: Driver Signature: (Certified True & Correct) Co-Driver Name: Co-Driver ID: Unidentified Driving Records: No Driver Exempt: No Shipping Document: N/A Driver Data Diagnostic Status / Description: N/A			

Duty Status Use Local Time Standard at Home Terminal **Grid**

	M	1	2	3	4	5	6	7	8	9	10	11	N	1	2	3	4	5	6	7	8	9	10	11	Total Hours
1. Off Duty																									03:30
2. Sleeper Berth																									00:00
3. Driving																									00:00
4. On Duty																									

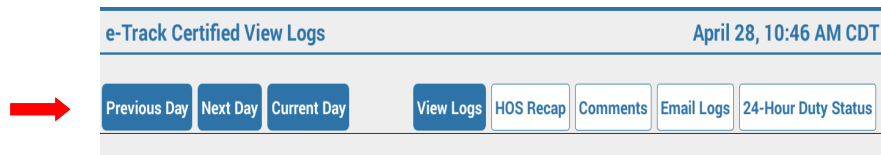
e-Track Certified™

Operating Instructions **Driver Guide**

View Logs

View Logs > Current / Last 8 Days

As required by DOT Regulations, the Driver must be able to view and display their Current Daily Log as well as the Last 8 consecutive days of logs. You can view the current daily log as well as the previous 8 days of logs using the Current Day, Previous and Next Day buttons at the top of the log as shown below.



View Logs > HOS Recap Detail / Summary

The HOS Recap is a listing of the total time spent in each of the Duty Status lines on the Driver Daily Log (DDL) as well as the amount of time remaining in the Drivers Weekly Work Window.

There are two (2) views available using the HOS Recap. These are the HOS Recap Summary and HOS Recap Detail.

The HOS Recap Summary is a view of the totals for the current as well as the last 7 days of DDL Data. The amount of time left in the Drivers Weekly Work Window is also displayed.

The screenshot shows the 'e-Track Certified HOS Recap Summary' header with the date and time 'April 28, 10:47 AM CDT'. Below the header is a row of buttons: 'Summary', 'Detail', 'View Logs', 'HOS Recap', 'Comments', 'Email Logs', and '24-Hour Duty Status'. A red arrow points to the 'Summary' button.

Date	Start Time	Driving	On Duty	Sleeper Berth	Off Duty	Total	Available
04/21/2016	00:00	00:00	06:48	00:00	17:12	24:00	73:12
04/22/2016	09:11	00:00	07:30	00:00	16:30	24:00	72:30
04/23/2016	00:00	00:00	00:00	00:00	24:00	24:00	80:00
04/24/2016	00:00	00:00	00:00	00:00	24:00	24:00	80:00
04/25/2016	08:32	00:00	15:30	00:00	08:30	24:00	64:30
04/26/2016	00:00	00:00	24:00	00:00	00:00	24:00	40:30
04/27/2016	00:00	00:00	20:30	00:00	03:30	24:00	20:00
04/28/2016	00:00	00:00	10:48	00:00	00:00	10:48	09:12
Totals:		00:00	85:06	00:00	93:42		

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Operating Instructions **Driver Guide**

View Logs

View Logs > HOS Recap Detail / Summary (continued)

The HOS Recap Detail is a view of the data from each of the Drivers Daily Logs. Relevant trip detail is also listed along with the cumulative time in all duty status lines from the DDL.

☰

Welcome John atspod6

Current Status: On Duty (Not Driving)

e-Track Certified HOS Recap DetailApril 28, 10:47 AM CDT

Summary

Detail

View Logs

HOS Recap

Comments

Email Logs

24-Hour Duty Status

First Date

Last Date

04/21/2016

04/28/2016

Company Name:

Josnen Truck & Freight

Company Address:

301 Albert St. - Dallas, TX 75001 US

Trip No(s):

Truck No(s):

Trailer No(s):

Bill of Lading No(s):

Starting Odometer:

Ending Odometer:

Total Miles:

0

Date	Start Time	Driving	Sleeper Berth	On Duty	Off Duty	Total	Available
04/28/2016	00:00	00:00	00:00	10:48	00:00	10:48	11:00

Previous Day

Next Day



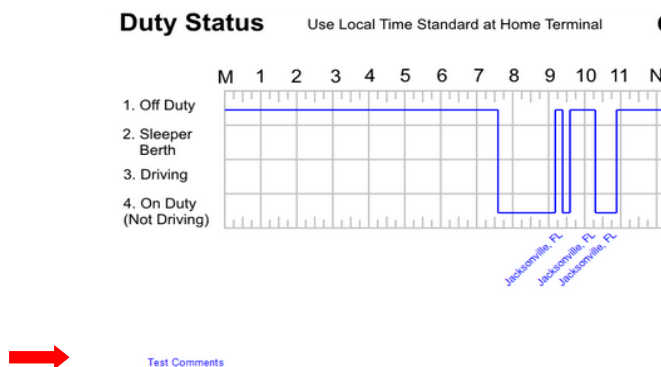
e-Track Certified™

Operating Instructions **Driver Guide**

View Logs

View Logs > Comments

The section at the bottom of the DDL under the Grid is a Comments Section that the Driver can interact with.



A Driver can place any comments that may be required or necessary by using the Comments Feature. The Comments section of the DDL is a large field that the Driver can append as they go through their entire day. This section is reset each day so the driver can only interact with the Current Daily Log.

Use the Comment Tab above the Log to access the feature.

Welcome John atspod6 Current Status: On Duty (Not Driving)

e-Track Certified Comments April 28, 10:47 AM CDT

View Logs HOS Recap **Comments** Email Logs 24-Hour Duty Status

Comments entered below will appear on Current Daily Log.

Comments

Characters Remaining: 4000.

Update Comments

e-Track Certified™

Operating Instructions **Driver Guide**

View Logs

View Logs > Email Logs

The Driver has the ability to Email their logs to a requesting DOT Officer directly from the Driver Application.

To access this feature, click the Email Logs Tab from the View Logs Page on the Driver Application.

Welcome Joseph ATSTest5 Current Status: On Duty (Not Driving)

e-Track Certified Email Logs May 10, 10:13 AM CDT

View Logs HOS Recap Comments **Email Logs** 24-Hour Duty Status

Send Log Time Span: Last 8 Days

Subject: e-Track Mobile Demo- Driver Logs

Name of Recipient: Demo Recipient

Recipient Control Number, if Supplied: 0001DEMO

Send to Email Address: Enter Email Address

Output File Comment: Enter Output File Comment

Send Logs

The Driver needs to select the Set of logs that were requested. The options are the Current Daily Log or the Last 8 Days of Daily Logs (Current Plus Last 7 Days).

Enter the Email Address of the requesting officer and press the Send Logs Button. (see above)

NOTE:

The Subject, Name of Recipient and Control Number Fields are Optional but can be filled in if necessary.

e-Track Certified™

Operating Instructions **Driver Guide**

View Logs

View Logs > 24-Hour Duty Status

The Driver is responsible for Certifying every DDL that is created for them by the system. To view the list of DDL's that must be certified, the driver should click on the 24-Hour Duty Status button at the top of the logs as shown below.

Driving Day	Certification Type	Transaction Date/Time
04/01/2016	Certification	4/1/2016 9:20:06 AM
04/02/2016	Certification	4/2/2016 10:56:53 AM
04/03/2016	Certification	4/3/2016 5:45:14 PM
04/04/2016	Certification	4/4/2016 1:23:27 PM
04/05/2016	Certification	4/5/2016 7:29:45 PM
04/06/2016	Certification	4/6/2016 7:54:49 AM
04/08/2016	Certification	4/8/2016 9:03:19 AM

The driver then needs to click on each entry in the DDL list and either choose to accept the DDL as certified by clicking the Agree Button or click the Not Ready button and make the necessary corrections to the log before certifying.

Driving Day	Certification Type
4/1/2016	Certification

Event Time	Location	Odometer	Engine Hours	Event Type/Status	Origin
10:05 AM		0.00	0.0	On Duty (Not Driving)	atsprod6
04:37 PM		0.00	0.0	Login	atsprod6
09:20 AM		0.00	0.0	Login	atsprod6

I hereby certify that my data entries and my record of duty status for this 24-hour period are true and correct.

DRIVER'S DAILY LOG		Start Time	Day	Month	Year
Name of Carrier(s)	Principal Office Address	00:00	01	04	2016
Josnen Truck & Freight	301 Albert St. Dallas TX 75001 US	End Time	Ending Odometer Reading		
		23:59			
		Truck/Tractor Lic Plt or Unit No.			

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Operating Instructions **Driver Guide**

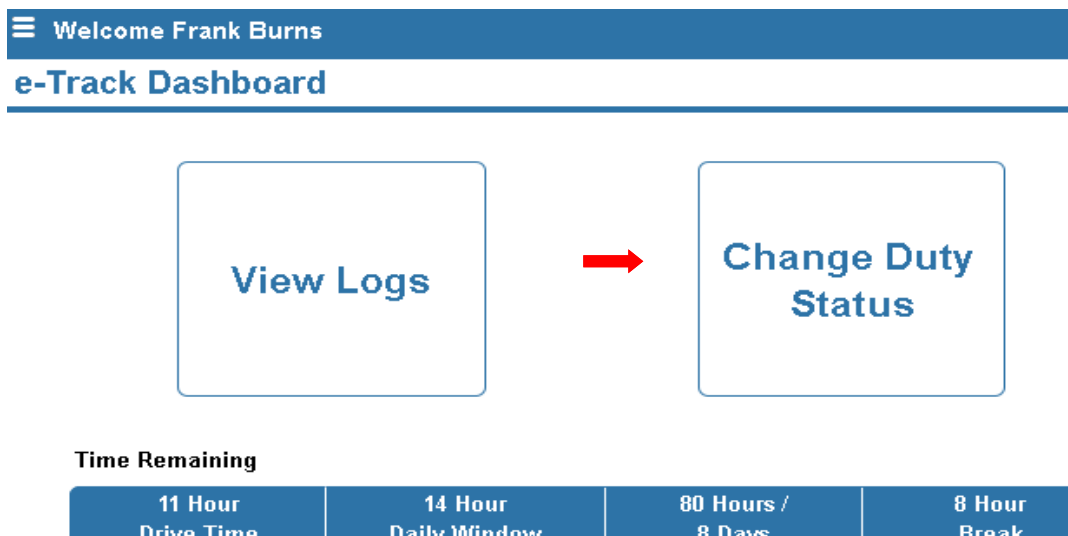
Change Duty Status

The e-Track Certified™ Driver Application contains a lot of Automation including the ability to automatically set a Drivers Duty Status based upon vehicle movement.

There are times as a Driver goes through their day that they may need to manually change their Duty Status.

For this reason, the Change Duty Status Screen allows the Driver to manually set their Duty Status.

To access this Feature, click the Change Duty Status Button from the Dashboard or Main Screen of the Driver Application.



There are a number of valid selections that the Driver has access to, some of which change based on what is happening in the system. The operations of the Motor Carrier also has a bearing on what options are available on the Change Duty Status Screen.

For example, Drivers in the Oil Well & Drilling Industry would have an extra button labeled “Waiting on Well” which is an industry specific Duty Status.

Each of the different buttons available in the Change Duty Status Screen will be explained in the next section of this manual.

e-Track Certified™

Operating Instructions **Driver Guide**

Change Duty Status

There are many options available on the Duty Status Screen. Some of which are only available at certain times. Each of the Duty Status Options will be discussed in the following few sections of this manual.

NOTE:

Changes to the Duty Status Screen will only be allowed to be made when the vehicle is NOT in motion. When driving, the screen will be locked down as per DOT Regulations.

Welcome John atspod6		Current Status: On Duty (Not Driving)
e-Track Certified Change Duty Status		April 28, 10:49 AM CDT
Off Duty	Rest Break - Wait on Well	Designated Driver
Sleeper Berth	Vehicle Allowance...	
On Duty Not Driving		

Change Duty Status > Off Duty

The Off Duty Disposition should be used by a Driver that has to go Off Duty at any point during the day. As mentioned before, the system will put a Driver into Driving Duty Status when their vehicle is moving and On Duty Not Driving when their vehicle has stopped.

When a Driver has to take an Off Duty Break during the say, such as a Long Haul Driver that has to take a 30 minute Off Duty Break within their first 8 hours of Driving, they can use the Off Duty Status Button.

e-Track Certified™

Operating Instructions **Driver Guide**

Change Duty Status

Change Duty Status > Sleeper Berth

A Driver that is using their Sleeper Berth should select this Duty Status when they are Off Duty.

When the Driver clicks the button to end their trip at the end of their day, they will be placed into Off Duty Status. A Driver would also place themselves into an Off Duty Status if they needed to take a break during the day.

Select Sleeper Berth in either of the above situations when necessary. Sleeper Berth Duty Status will also be represented on the Grid of the Driver Daily Log.

Change Duty Status > On Duty Not Driving

When the Driver creates a Trip and performs a Pre-Trip Vehicle Inspection or during the day when the Vehicle the Driver is riding in stops, the Driver is placed into the On Duty Not Driving Duty Status after clicking the button to Sign Off on the inspection.

There may be other times when a Driver needs to manually set their Duty Status to On Duty Not Driving such as at the end of the day after the Driver has closed their trip but needs to continue performing Non-Driving work duties.

The Driver can also set their Duty Status to On Duty Not Driving manually after an Off Duty break if the Driver will be performing non driving duties for any length of time.

Change Duty Status > Rest Break

The Rest Break Duty Status is the same as using the Off Duty Status except a notation is made on the log in the Comments Section of when the Rest Break started and ended.

Select the Start and End of the Rest Break when using this feature.

☰ Welcome John atspod6
e-Track Certified Change Duty Status

Go ON Rest Break
Sets Status to Off Duty

Go OFF Rest Break
Sets Status to On Duty Not Driving

Back

e-Track Certified™

Operating Instructions **Driver Guide**

Change Duty Status

Change Duty Status > Waiting on Well

Drivers who work in the Oil Well & Drilling industry are allowed to set their status to Off Duty by using a Waiting On Well Duty Status.

This Duty Status works like an Off Duty Status except like the Rest Break Duty Status, this Duty Status makes a notation on the Driver Daily Log.

The Driver must select the start and end of their Waiting on Well Duty Status similar to the Rest Break Status Change.

Change Duty Status > Vehicle Allowance

There are two (2) new Duty Status Changes that are allowed under the new regulations. The first is Personal Conveyance.

Personal Conveyance is a vehicle allowance that is meant to be used when a driver is given authority by the Motor Carrier to use the vehicle for personal use. Since all vehicle movement is required to be assigned to a driver, even personal use of a company vehicle must be assigned to a driver.

Yard Move is another new vehicle allowance that is required to be recorded by a driver when moving the vehicle around the terminal.

Selecting the Vehicle Allowance button on the Duty Status Change screen displays the new duty status change features.

Welcome John atspod6		Current Status: On Duty (Not Driving)
e-Track Certified Change Duty Status		April 28, 10:51 AM CDT
Go ON Personal Conveyance	Go ON Yard Move	
Go OFF Personal Conveyance <small>Sets Status to On Duty Not Driving</small>	Go OFF Yard Move <small>Sets Status to On Duty Not Driving</small>	
Back	Note: Optional Note (4 or more characters)	

e-Track Certified™

Operating Instructions **Driver Guide**

Change Duty Status

Change Duty Status > Personal Conveyance

A Driver who is NOT on company time and is not in the process of hauling freight or involved in any commercial activities and is allowed to use the Company Vehicle for personal use may set their status to Personal Conveyance.

Drivers must be very careful using this Duty Status as not all DOT Enforcement Officials agree with the terms of this Duty Status.

Go ON Personal Conveyance
Go OFF Personal Conveyance <small>Sets Status to On Duty Not Driving</small>

Change Duty Status > Yard Move

The Yard Move Duty Status should be used when moving vehicles around at a terminal, or on company grounds without affecting a Drivers Driving Duty Status Time. The Yard Move Duty Status is the same as On Duty Not Driving.

Go ON Yard Move
Go OFF Yard Move <small>Sets Status to On Duty Not Driving</small>

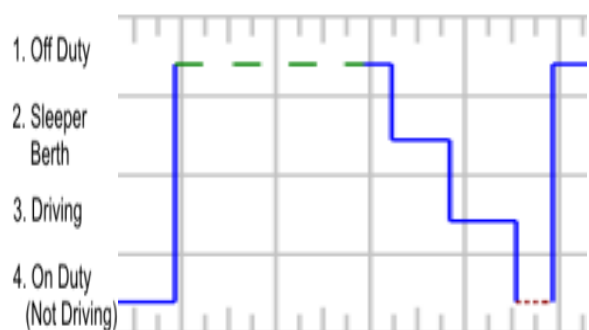
IMPORTANT:

On the logs both the Personal Conveyance and Yard Move Duty Status Changes are notated on the Driver Daily Logs under the comments section.

Personal Conveyance is shown on the DDL Grid as a dashed line and is listed as Off Duty.

Yard Moves is shown on the DDL Grid as a dotted line and is shown as On Duty Not Driving.

This enables each to be easily identified on the logs and differentiated from the other duty status lines on the grid.



e-Track Certified™

Operating Instructions **Driver Guide**

Change Duty Status

Change Duty Status > Designated Driver

In a Team Driving Situation such as a Long Haul Trip, two (2) drivers will be designated on a single trip.

To transfer Driving Responsibilities, Drivers will use the Designated Driver Feature of the Change Duty Status Screen.

The Designated Driver Button is only visible to the secondary driver - or the driver who is not currently driving.

Using the Designated Driver Feature does NOT place a Driver into the Driving Duty Status. It merely tells the system which driver to credit with Driving on their Driver Daily Logs when the vehicle begins moving again.

Welcome John atspod6		Current Status: On Duty (Not Driving)
e-Track Certified Change Duty Status		April 28, 10:49 AM CDT
Off Duty	Rest Break - Wait on Well	Designated Driver
Sleeper Berth	Vehicle Allowance...	
On Duty Not Driving		

NOTE:

The Vehicle MUST NOT be moving to allow the drivers to switch the driving responsibilities.

e-Track Certified™

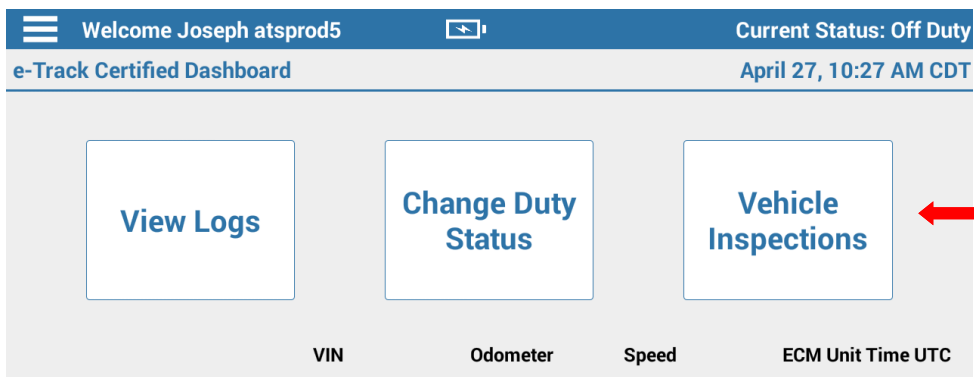
Operating Instructions **Driver Guide**

Create A Trip

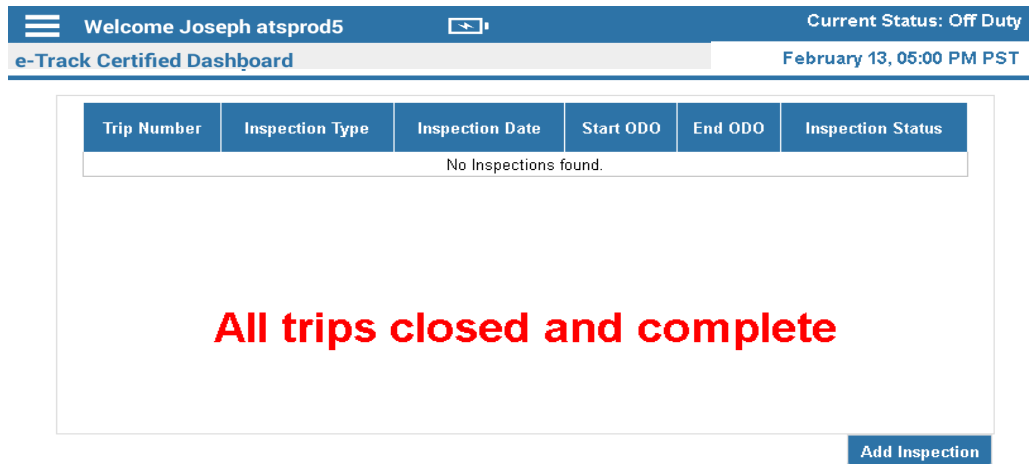
The e-Track Certified™ Application is Trip Centric. This means that a Driver and Vehicle must be placed on a Trip in order for the system to correctly track the Driver and Vehicle and create the Driver Daily Logs.

There are two (2) ways for trips to be entered into the system. Administrators or Internal Users can create trips for the Fleet Drivers. Drivers can also be given the ability to create trips for themselves. This is the more common scenario and will be discussed in this manual.

Creating a trip using the Driver Application is very easy and takes just a few seconds. To begin, click the Vehicle Inspections Button from the Dashboard / Main Menu of the Drivers Application.



When the Driver clicks the Vehicle Inspections Button, the Inspection Grid is shown which indicates a Trip needs to be created.



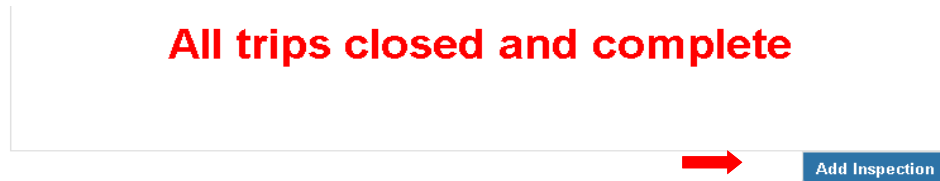
e-Track Certified™

Operating Instructions **Driver Guide**

Create A Trip

A trip must be created at the beginning of the Drivers day before a Pre-Trip Inspection can be performed.

To begin the process, the Driver must click the Add Inspection Tab at the bottom of the screen.



Once the Add Trip Screen has been displayed, there are only a few fields that must be filled in to complete the trip creating process.

Each of the required fields (as well as the Optional fields) will be described in detail in the following sections of this manual.

Trip Information	
Trip Type:	Long Haul
Truck / Unit:	Select...
Trailer No.	
Driver No. 1:	Burns, Frank
Driver No. 2:	Select...
Bill of Lading Numbers:	
Shipper:	
Commodity:	
<div>Save Trip Back</div>	

e-Track Certified™

Operating Instructions **Driver Guide**

Create A Trip

Create A Trip > Trip Type

The first field that is required when creating a trip is the Trip Type field. The Trip Type is a Default that Administrative Users can set in the system which carries across at the time of trip creation.

The Trip Type is the Industry Sector that the Motor Carrier operates under and also tells the system what DOT Rule Set the Driver will follow for the trip that is being created.

When creating a trip, the driver can simply accept the default trip type that is carried across that the Administrative users have defaulted in the system or if necessary can override this value if necessary.

For example, if a Motor Carrier is primarily a Long Haul Company, but the Driver runs an occasional Short Haul trip, the driver can simply select Short Haul from the drop down list and override the default. This would also snap in place the selected DOT Rule Set for this new trip.

e-Track Vehicle Inspections

The screenshot shows a web form titled "Trip Information". A red arrow points to the "Trip Type:" label. The dropdown menu is open, showing a list of options: Long Haul, Short Haul (highlighted in blue), Motor Coach, Oil Field, Agriculture, Construction, HazMat, Hazardous Waste, and Long Haul California. To the right of the dropdown are three other dropdown menus, each with a downward arrow, but they are not currently open.

The only other piece of information that is required at the time of trip creation of the Vehicle the Driver will be using.

This will be explained in the next section of the manual.

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Operating Instructions **Driver Guide**

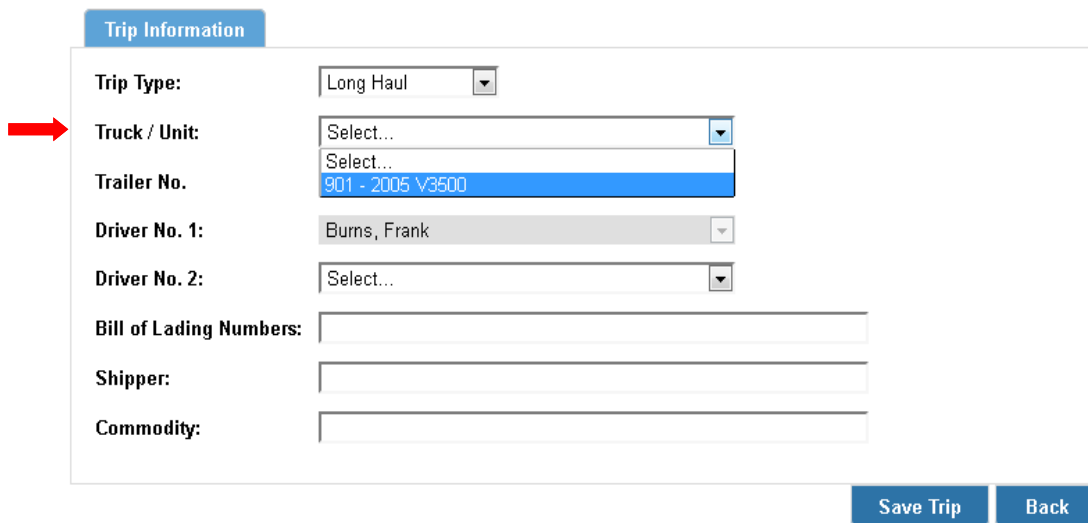
Create A Trip

Create A Trip > Truck / Unit

The Vehicle a Driver will be using for the trip is also something that can be defaulted in the system.

Administrative Users of the system can default up to two (2) drivers to any vehicle. This is useful if the Motor Carrier has drivers that drive the same vehicle often.

If the Driver has been defaulted to a vehicle, this vehicle is automatically selected at the time of trip creation. If not, the Driver must select the Vehicle they will use on the trip from the Truck / Unit List.



The screenshot shows a web form titled "Trip Information". A red arrow points to the "Truck / Unit" dropdown menu. The form contains the following fields:

- Trip Type:** A dropdown menu with "Long Haul" selected.
- Truck / Unit:** A dropdown menu with "Select..." as the current selection. A list of vehicle options is visible below it, with "901 - 2005 V3500" highlighted in blue.
- Trailer No.:** A dropdown menu with "901 - 2005 V3500" selected.
- Driver No. 1:** A dropdown menu with "Burns, Frank" selected.
- Driver No. 2:** A dropdown menu with "Select..." as the current selection.
- Bill of Lading Numbers:** A text input field.
- Shipper:** A text input field.
- Commodity:** A text input field.

At the bottom right of the form are two buttons: "Save Trip" and "Back".

The Trip Type and Truck / Unit fields are all that is required to be filled out on the Trip Information Screen to successfully create a trip.

Of course, other information can also be entered if required. Each of the additional information fields will be Explained in the next section of this manual.

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Operating Instructions **Driver Guide**

Driver Vehicle Inspection Reports (DVIR)

Driver Vehicle Inspection Report > Failed Inspection Review

As mentioned previously, the first thing a Driver must do prior to performing a DVIR is to create a trip.

If the Vehicle that is being selected had failed the last Post Trip Vehicle Inspection, there are a few steps that must be accomplished prior to the next Vehicle Inspection being completed.

A certified Mechanic must first sign off on the vehicle stating that the repair has been made or the vehicle can continue to be driven as is.

Once the Mechanic has signed off on the failed inspection, the driver must also perform a review of the failed element and sign off or perform a Review of the failed element.

To accomplish this, the Driver creating the trip must click the Review Button when prompted to do so as shown below.

The screenshot displays the e-Track Certified Vehicle Inspections interface. At the top, a dark blue header bar contains a hamburger menu icon, the text "Welcome Joseph ATSTest5", a location pin icon, and "Current Status: Off Duty". Below this, a grey bar shows "e-Track Certified Vehicle Inspections" and "May 03, 09:38 AM CDT". The main content area has a "Trip Information" tab selected. The form includes fields for "Trip Type:" (Long Haul), "Truck / Unit:" (5a-cg - Yellow Harvester with a great big), "Trailer No.", "Driver No. 1:", "Driver No. 2:", "Bill of Lading Numbers:", "Shipper:", and "Commodity:". A modal dialog box is overlaid on the form, displaying the message: "The post trip inspection from the previous trip needs to be reviewed before using this vehicle." The dialog has two buttons: "Choose a different vehicle" and "Ok". A red arrow points to the "Ok" button. At the bottom of the form are two large buttons: "Save Trip" and "Cancel".


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Operating Instructions **Driver Guide**


Driver Vehicle Inspection Reports (DVIR)

Driver Vehicle Inspection Report > Failed Inspection Review (continued)

Once the mechanic has either signed off on the repair or has certified that the vehicle can be safely driven without the repair made at this time, the driver must then provide a review signature for the failed element that was identified during the previous Post Trip Vehicle Inspection as shown below.



Welcome Joseph ATSTest5



Current Status: Off Duty

e-Track Certified Vehicle Inspections

May 03, 09:38 AM CDT

Trip Number: 638

Insp. Date: 5/3/2016 9:37:36 AM

☐ Pre Trip

☐ Interim


☒ Post Trip

Ending ODO: 654323

Trip Information	Truck / Unit	Trailer(s)	Emergency Equip	Inspection Notes	Sign Off Sheet
------------------	--------------	------------	-----------------	------------------	----------------

For Driver:

To the best of my knowledge, all entries on the Vehicle Inspection Report are true and complete.



Signed off by: ATSTest5, Joseph

For Mechanic:

I have corrected the marked items on this inspection. To the best of my knowledge, all entries are true and complete.

☐ Corrected.

☐ Not Need Be Corrected.

Signed off by:

Cancel

Once the review signature has been supplied by the driver, the trip can then be created.

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Operating Instructions **Driver Guide**

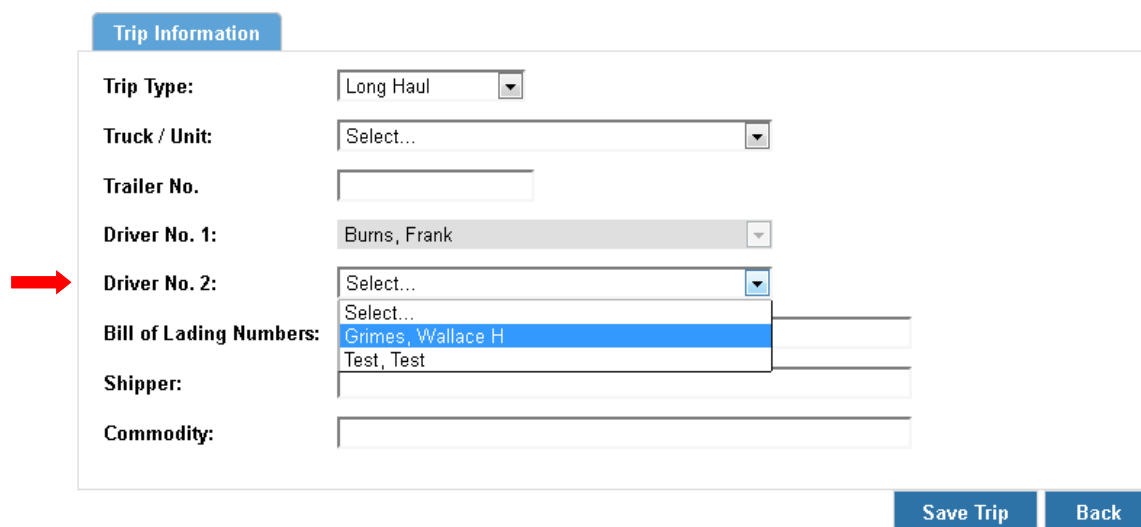
Create A Trip

Create A Trip > Team Driving

If there will be more than a single driver on the trip being created, the 2nd driver can be selected from the drop down list as indicated below.

The team driving situation is most prominent in the Long Haul industry sector.

When two (2) drivers are put on a trip, each driver must use the Designated Driver Button on the Change Duty Status Screen when necessary to switch between driving responsibilities. The Designated Driver Button is explained in detail in a previous section of this manual under Changing Duty Status.



The screenshot shows the 'Trip Information' form. A red arrow points to the 'Driver No. 2:' dropdown menu, which is open and showing a list of names: 'Select...', 'Grimes, Wallace H', and 'Test, Test'. The 'Grimes, Wallace H' option is highlighted in blue. Other fields include 'Trip Type' (Long Haul), 'Truck / Unit' (Select...), 'Trailer No.' (empty), 'Driver No. 1' (Burns, Frank), 'Bill of Lading Numbers' (empty), 'Shipper' (empty), and 'Commodity' (empty). At the bottom right are 'Save Trip' and 'Back' buttons.

Trip Type:	Long Haul
Truck / Unit:	Select...
Trailer No.	
Driver No. 1:	Burns, Frank
Driver No. 2:	Select... Grimes, Wallace H Test, Test
Bill of Lading Numbers:	
Shipper:	
Commodity:	

Save Trip Back

The next section of this manual explains additional information that may be entered on the Trip Information Screen at the time of trip creation.

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Operating Instructions **Driver Guide**

Create A Trip

Create A Trip > Additional Trip Information


There are several other information fields that can be filled in if necessary during the Trip Creation process.

The following fields are all optional and not necessary for trip creation.

Each of those fields will be explained in detail below.

Trip Information

Trip Type:	Long Haul
Truck / Unit:	Select...
Trailer No.	97340
Driver No. 1:	Burns, Frank
Driver No. 2:	Grimes, Wallace H
Bill of Lading Numbers:	3004-2003
Shipper:	ABC Supply Company 3ABC3304
Commodity:	Machinery

 **Save Trip** **Back**

Trailer No.: If the Motor Carrier has Trailers in their fleet, the driver can select the Trailer Number from the Drop down list when creating the trip.

BOL No.: The Bill of Lading Numbers can be entered by the Driver if known at the time of trip creation.

Shipper: Shipper and Shipper Numbers can be entered by the Driver if known at the time of trip creation.

Commodity: Commodity can be entered at the time of Trip Creation.

When all necessary trip information has been entered by the Driver, the trip can be saved by clicking the Save Trip button as indicated above.

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Operating Instructions **Driver Guide**


Create A Trip

Create A Trip > Edit Trip

Trip information can be added to by the Driver at any time by using the Edit Trip feature.

To access the Edit Trip feature, simply click the Edit Trip Button on the Vehicle Inspection Listing Screen.

e-Track Vehicle Inspections						February 13, 05:49 PM PST
Trip Number	Inspection Type	Inspection Date	Start ODO	End ODO	Inspection Status	
355	PRE	2/13/2016 5:49:43 PM	8,526		Pass	



Add InspectionEdit Trip

You can make the necessary adjustments to the trip data and save the trip when finished.

Note:

Only fields that are NOT grayed out can be changed.

Trip Number: 355

Trip Information

Trip Type:

Long Haul

Truck / Unit:

5 - 2012 ACID

Trailer No.

Driver No. 1:

Burns, Frank

Driver No. 2:

Select...

Bill of Lading Numbers:

BOL 124387

Shipper:

Commodity:



Save TripBack

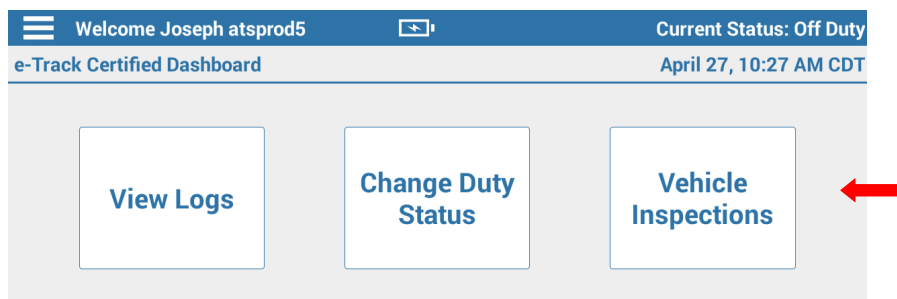
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Operating Instructions **Driver Guide**

Driver Vehicle Inspection Reports (DVIR)

A Driver is required to perform one (1) Pre-Trip Vehicle Inspection and one (1) Post-Trip Vehicle Inspection per day on each vehicle they drive.

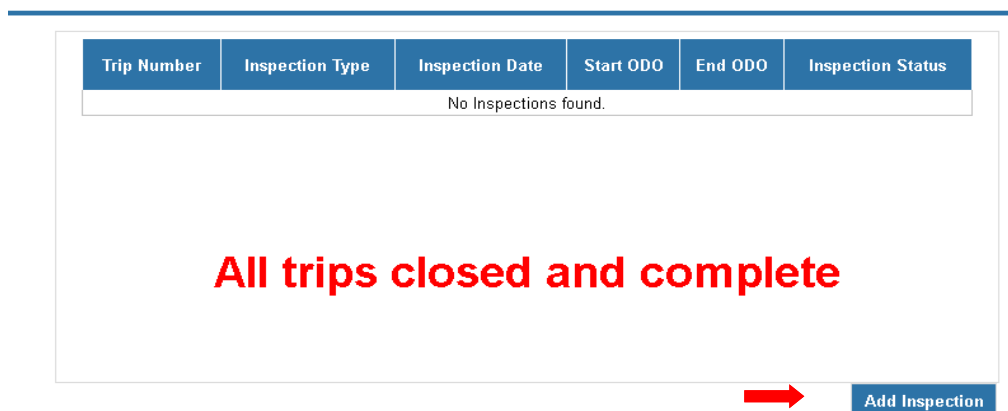
To accomplish this, simply click the Vehicle Inspection Button from the Dashboard (Main Screen) of the Driver Application.



When the Vehicle Inspection Grid is displayed, as long as there is an active Trip, Vehicle Inspections can be added by clicking on the Add Inspection Button.

Note:

If a valid trip has not been created as indicated by the message on the Vehicle Inspection List Screen, you must create a Trip prior to adding a Vehicle Inspection.



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Operating Instructions **Driver Guide**

Driver Vehicle Inspection Reports (DVIR)

Driver Vehicle Inspection Report > Pre-Trip Vehicle Inspection

Once the Trip has been created by the Driver, the Driver is then brought to the Vehicle Inspection Screen with the Pre-Trip Vehicle Inspection automatically selected.

e-Track Vehicle Inspections February 13, 06:27 PM PST

Trip Number: 356 Insp. Date: 2/13/2016 6:27:32 PM ☒ Pre Trip ☐ Interim ☐ Post Trip

Starting ODO: 85269

Trip Information	Truck / Unit	Trailer(s)	Emergency Equip	Inspection Notes	Sign Off Sheet
Brake Lines:	<input type="checkbox"/> Glass:	<input type="checkbox"/> Head Lights:	<input type="checkbox"/> Ammeter:	<input type="checkbox"/> Steering:	<input type="checkbox"/>
Electric Lines:	<input type="checkbox"/> Fuel System:	<input type="checkbox"/> Tail Lights:	<input type="checkbox"/> Horn:	<input type="checkbox"/> Service Brakes:	<input type="checkbox"/>
Drive Line:	<input type="checkbox"/> Cooling System:	<input type="checkbox"/> Signal Lights:	<input type="checkbox"/> Wipers:	<input type="checkbox"/> Speedometer:	<input type="checkbox"/>
Coupling Devices:	<input type="checkbox"/> Engine:	<input type="checkbox"/> Clearance Lights:	<input type="checkbox"/> Parking Brakes:	<input type="checkbox"/> Other:	<input type="checkbox"/>
Tires, Wheels, Rims:	<input type="checkbox"/> Leaks:	<input type="checkbox"/> Reflectors:	<input type="checkbox"/> Clutch:	<input type="checkbox"/>	<input type="checkbox"/>
Suspension:	<input type="checkbox"/> Exhaust:	<input type="checkbox"/> Air Pressure:	<input type="checkbox"/> Transmission:	<input type="checkbox"/>	<input type="checkbox"/>
Body:	<input type="checkbox"/> Frame & Assembly:	<input type="checkbox"/> Oil Pressure:	<input type="checkbox"/> Rear View Mirror:	<input type="checkbox"/>	<input type="checkbox"/>

To perform the Pre-Trip Vehicle Inspection, simply enter the Starting Vehicle Odometer (if the Odometer is being read from the ECM or Engine Computer this process will be automated and the driver will not be required to enter the Odometer reading).

Next the Driver must go through all tabs at the top of the screen as they walk around the vehicle checking all elements on the Truck / Unit, Trailer, and Emergency Equipment as indicated at the top of the Inspection Screen.

The Driver must check off any boxes that represent anything broken on the Vehicle, Trailer or Emergency Equipment.

If any of the boxes are checked, an alert will be sent back to the Motor Carrier signifying a Failed Inspection in which a Mechanic will need to get involved and sign off if necessary on the failure.

When finished with the Pre-Trip Inspection, the Driver simply needs to sign off on the Inspection and proceed with their day.

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Operating Instructions **Driver Guide**

Driver Vehicle Inspection Reports (DVIR)

Driver Vehicle Inspection Report > Pre-Trip Vehicle Inspection (continued)

If any of the boxes are checked, an alert will be sent back to the Motor Carrier signifying a Failed Inspection in which a Mechanic will need to get involved and sign off if necessary on the failure.

When finished with the Pre-Trip Inspection, the Driver simply needs to sign off on the Inspection and proceed with their day.

e-Track Vehicle Inspections February 13, 06:36 PM PST

Trip Number: 356 Insp. Date: 2/13/2016 6:27:32 PM ☒ Pre Trip ☐ Interim ☐ Post Trip

Starting ODO: 85269

Trip Information

Truck / Unit

Trailer(s)


Emergency Equip

Inspection Notes

Sign Off Sheet

Driver:

To the best of my knowledge, all entries on the Vehicle Inspection Report are true and complete.



Sign Off

Cancel

Once the Pre-Trip Vehicle Inspection has been complete, the Driver is then brought back to the Vehicle Inspection List where the Pre-Trip Inspection can then be seen.

The Driver can then proceed with their daily activities.

e-Track Vehicle Inspections					
February 13, 06:38 PM PST					
Trip Number	Inspection Type	Inspection Date	Start ODO	End ODO	Inspection Status
356	PRE	2/13/2016 6:27:32 PM	85,269		Pass

e-Track Certified™

Operating Instructions **Driver Guide**

Driver Vehicle Inspection Reports (DVIR)

Driver Vehicle Inspection Report > Interim Inspection

As mentioned in previous sections of this Manual, a Driver is responsible for performing one (1) Pre-Trip Vehicle Inspection and one (1) Post Trip Vehicle Inspection per day for each vehicle they drive.


The Pre-Trip is used to start the Drivers day while the Post Trip Vehicle Inspection is used to end a Drivers Day.

The Post Trip Vehicle Inspection also closes the Drivers Trip.

Interim Vehicle Inspections are used during the day for any extra inspections that are necessary for the Driver to perform as they go through their day.

Interim Vehicle Inspections can be used to check a repair completed for broken elements on the vehicle that were found during the Pre-Trip Vehicle Inspection. Interim Vehicle Inspections can also be used if the Driver must pickup and drop multiple trailers during the day.

An unlimited number of Interim Vehicle Inspections can be performed throughout the Drivers day.

e-Track Vehicle Inspections  **February 14, 03:21 AM PST**

Trip Number: 357 **Insp. Date:** 2/14/2016 3:22:06 AM ☐ Pre Trip ☒ Interim ☐ Post Trip

Starting ODO: 58858

Trip Information **Truck / Unit** **Trailer(s)** **Emergency Equip** **Inspection Notes** **Sign Off Sheet**

Trip Type: Long Haul
Truck / Unit: 5 - 2012 ACID
Trailer No.
Driver No. 1: Burns, Frank
Driver No. 2: Select...
Bill of Lading Numbers:
Shipper:
Commodity:

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Operating Instructions **Driver Guide**

Driver Vehicle Inspection Reports (DVIR)

Driver Vehicle Inspection Report > Interim Inspection (continued)

As with either the Pre or Post Trip Vehicle Inspection, the Driver must go through each tab on the DVIR checking any boxes that represent anything that is broken on the Vehicle, Trailer or Emergency Equipment.

When finished, the Driver simply needs to Sign Off on the Interim Inspection as they would with any other inspection.

e-Track Vehicle Inspections February 14, 03:31 AM PST

Trip Number: 357 Insp. Date: 2/14/2016 3:23:56 AM ☐ Pre Trip ☒ Interim ☐ Post Trip

Starting ODO: 63854

Trip Information

Truck / Unit

Trailer(s)


Emergency Equip

Inspection Notes

Sign Off Sheet

Driver:

To the best of my knowledge, all entries on the Vehicle Inspection Report are true and complete.



Sign Off

Cancel

Once signed off on, the Driver will then see the Interim Vehicle Inspection listed on the Vehicle Inspection Listing Screen.

e-Track Vehicle Inspections February 14, 03:33 AM PST

Trip Number	Inspection Type	Inspection Date	Start ODO	End ODO	Inspection Status
357	INTRIM	2/14/2016 3:23:56 AM	63,854		Pass
357	PRE	2/14/2016 3:21:45 AM	9,859		Pass

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Operating Instructions **Driver Guide**

Driver Vehicle Inspection Reports (DVIR)

Driver Vehicle Inspection Report > Post-Trip Vehicle Inspection


At the end of the day, a Driver must once again perform a Vehicle Inspection.

The Post Trip Vehicle Inspection is the last duty a Driver has before ending their day. To begin a Post Trip Vehicle Inspection, click the Add Inspection Button from the Vehicle Inspection List Screen. (see below)

e-Track Vehicle Inspections

February 14, 03:03 AM PS

Trip Number	Inspection Type	Inspection Date	Start ODO	End ODO	Inspection Status
356	PRE	2/13/2016 6:27:32 PM	85,269		Pass



Add InspectionEdit Trip

The DVIR Screen will then be displayed on the screen.

e-Track Certified™

Operating Instructions **Driver Guide**

Driver Vehicle Inspection Reports (DVIR)

Driver Vehicle Inspection Report > Post-Trip Vehicle Inspection (continued)

Once the DVIR Screen has been displayed, just as with the Pre-Trip Vehicle Inspection, the Driver needs to enter the Ending Vehicle Odometer Reading (unless the Odometer is pulled from the ECM or Vehicle Computer in which case the Odometer will be automatically populated for the Driver).

The screenshot displays the 'e-Track Vehicle Inspections' web interface. At the top, the title 'e-Track Vehicle Inspections' is on the left, and the date/time 'February 14, 03:23 AM PST' is on the right. Below this, there are input fields for 'Trip Number: 357' and 'Insp. Date: 2/14/2016 3:23:56 AM'. To the right of these are three radio buttons: 'Pre Trip', 'Interim', and 'Post Trip', with 'Post Trip' being selected. A red arrow points to the 'Post Trip' radio button. Below the date field, there is an 'Ending ODO:' field with the value '63854' entered. A red arrow points to this field. Below the ODO field is a horizontal tab bar with six tabs: 'Trip Information', 'Truck / Unit', 'Trailer(s)', 'Emergency Equip', 'Inspection Notes', and 'Sign Off Sheet'. The 'Trip Information' tab is currently active. Below the tabs, the 'Trip Information' form contains several fields: 'Trip Type:' with a dropdown menu showing 'Long Haul'; 'Truck / Unit:' with a dropdown menu showing '5 - 2012 ACID'; 'Trailer No.' with an empty text box; 'Driver No. 1:' with a dropdown menu showing 'Burns, Frank'; 'Driver No. 2:' with a dropdown menu showing 'Select...'; 'Bill of Lading Numbers:' with an empty text box; 'Shipper:' with an empty text box; and 'Commodity:' with an empty text box.

The Driver must now go through each of the tabs as they walk around the Vehicle checking for anything that is broken on the Vehicle, Trailer or Emergency Equipment, checking the boxes where appropriate. This will also signify a failed Vehicle Inspection which will send an alert back to the Motor Carrier.

When the Driver has finished the Post Trip Vehicle Inspection, the Driver needs to Sign Off on the Inspection.

The Sign Off Screen will be explained in the next section of this manual.

e-Track Certified™

Operating Instructions **Driver Guide**

Driver Vehicle Inspection Reports (DVIR)

Driver Vehicle Inspection Report > Post-Trip Vehicle Inspection (continued)

Once the Driver has finished with the Vehicle Inspection, the Driver then needs to Sign Off on the Inspection to complete the process.

e-Track Vehicle Inspections February 14, 03:12 AM PST

Trip Number: 356 Insp. Date: 2/14/2016 3:13:10 AM ☐ Pre Trip ☐ Interim ☒ Post Trip

Ending ODO:

Driver:

To the best of my knowledge, all entries on the Vehicle Inspection Report are true and complete.

☒ Check to Close Trip.

Sign Off
Sets your status to Off Duty

Cancel

Clicking the Sign Off button on the Post Trip Vehicle Inspection will Close the existing open trip and set the driver to the Off Duty Status ending their day. The Driver can now log out of the system.

e-Track Vehicle Inspections February 14, 03:17 AM PST

Trip Number	Inspection Type	Inspection Date	Start ODO	End ODO	Inspection Status
No Inspections found.					

All trips closed and complete

NOTE:

For Long Haul Trips (Multi Day Trips) when signing off on a Vehicle Inspection there will be another box or option the Driver must check at the very last Post Trip Vehicle Inspection of the trip.

However, if there are more days left on the trip for the Driver to drive, this box should be left blank.